



# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

August 23, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", with a long horizontal stroke extending to the right.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **CULTURAL DIVERSITY AND SEXUAL HARASSMENT PREVENTION TRAINING FOR COMMISSIONERS**

On June 26, 2007, your Board directed the Chief Executive Office (CEO), in coordination with the Office of Affirmative Action Compliance (OAAC) and the Executive Office of the Board (EO), to incorporate Cultural Diversity and Sexual Harassment Prevention Training into commission meetings every other year; and to report back to your Board in 60 days with recommendations including the earliest practical effective date and description of the proposed training program.

In response to your Board motion, the CEO, OAAC and EO met and determined that the best course of action to provide Cultural Diversity and Sexual Harassment Prevention Training to all Commissioners is to incorporate one four-hour Diversity and Sexual Harassment Prevention workshop into commission meetings every other year. We have identified over one thousand Commissioners that will need to attend the Diversity and Sexual Harassment Prevention training. The Implementation Plan for the proposed training is included as Attachment I to this memorandum. We anticipate training to begin December 1, 2007, and with the assistance of departments, we anticipate that most Commissioners can be trained by August 1, 2008.

### **Proposed Training Plan**

In order to effectively make available Cultural Diversity and Sexual Harassment Prevention Training to all Commissioners, the OAAC will combine both workshops into one four-hour Diversity/Sexual Harassment Prevention (D/SHP) workshop. This workshop will provide: an overview of the legal definition of sexual harassment; behaviors associated with the consequences of sexual harassment in the workplace; information on responsibilities of Commissioners in preventing sexual harassment;

and valuing diversity in an organizational culture that fosters individual understanding, accountability and appreciation.

Below are proposed procedures for training Commissioners:

- Departments shall coordinate directly with the OAAC regarding scheduling training for Commissioners.
- Departments will be responsible to ensure that all Commissioners within their respective department participate in the D/SHP workshop. The applicable departments will also be responsible for maintaining a record of the Commissioners trained and reporting this information to OAAC.
- Commissioners who have completed a D/SHP workshop within the County or another public entity must submit documentation that includes the name of the entity that provided the training and the date the training was completed to their respective departmental training coordinator. The OAAC will have final decision on the acceptability of prior training in Cultural Diversity and Sexual Harassment Prevention.
- Various commissions are allowed compensation for meetings other than a regularly scheduled commission meeting; however, any compensation provided would be limited to the provisions of the current salary ordinance established within each respective organization.
- The OAAC will coordinate with departments to ensure that Cultural Diversity and Sexual Harassment Prevention Training is completed by all Commissioners within the timeframe indicated in this memo. OAAC will compile a report of all Commissioners trained and provide a copy to your Board and all departments by August 30, 2008.

Should you have any questions regarding this memorandum, your staff should contact Lisa Nuñez at (213) 974-1163 or at [lnunez@ceo.lacounty.gov](mailto:lnunez@ceo.lacounty.gov).

WTF:LN:SK  
MD:dc

Attachment

c: Executive Office of the Board  
Office of Affirmative Action Compliance



**COUNTY OF LOS ANGELES**  
**OFFICE OF AFFIRMATIVE ACTION COMPLIANCE**

**IMPLEMENTATION PLAN**

**DIVERSITY & SEXUAL HARASSMENT  
TRAINING FOR  
LOS ANGELES COUNTY COMMISSIONERS**

# **IMPLEMENTATION PLAN**

On June 26, 2007, the Los Angeles County Board of Supervisors approved a motion instructing the Chief Executive Office (CEO), in coordination with the Office of Affirmative Action Compliance (OAAC), and the Executive Office, Board of Supervisors (EO) to incorporate Cultural Diversity and Sexual Harassment Prevention Training into all County Commission meetings and provide follow-up training every other year. The following plan is for implementing Commissioners Diversity/Sexual Harassment Prevention (D/SHP) training in accordance with the Board of Supervisors instruction.

## **I. INTRODUCTION**

In the Board motion, the County's Policy on Diversity is referenced which establishes the County objective to create a high performing, productive organization and inclusive workplace environment in which each person is valued for his/her unique gifts and talents; to capitalize on the innovation inherent in diverse work groups; and to ensure that each person is valued based on individual characteristics rather than on stereotypes and assumptions. Employees are representatives of the County of Los Angeles; however, other individuals also represent the County through their participation in one of over 200 *commissions, committees, task forces, and special district agency boards* which provide forums for citizen input and accessibility to County government.

Commissioners serve as County ambassadors; they are often recognized publicly and speak on the County's behalf. Equipping Commissioners with the same knowledge and skills as employees in respecting cultural diversity and understanding sexual harassment prevention will better prepare Commissioners in responding to the diverse needs of the constituents they serve.

The OAAC Affirmative Action/Diversity Programs Section coordinates the development, implementation and monitoring of training on Diversity, Employment Discrimination Prevention and Sexual Harassment Prevention with all County departments. These programs increase employee's awareness of their rights and responsibilities with regard to bias, prejudice, and discrimination.

## **II. GENERAL DESCRIPTION OF CULTURAL DIVERSITY & SEXUAL HARASSMENT PREVENTION TRAINING**

A. In 1995, the Board of Supervisors adopted the Policy on Diversity, Los Angeles County Code Chapter 5.10, applicable to all employees and County departments. The OAAC has developed various diversity training programs for employees during this time including:

**Diversity and Unlearning Prejudice Training:** This training provides participants with the tools necessary to navigate within and manage our diverse workforce and service population. Training plays an important role in creating an organizational culture that fosters individual understanding, accountability, and an appreciation of employee differences. Effectively managing diversity and creating an organization in which people can express their individuality is more than just a good idea – it is a core value that should be practiced and promoted at all levels of public service.

- B. In 1996, the Board adopted the Policy on Sexual Harassment (Section 9.101), and mandated training of County employees and required employees to receive a refresher course every two years. In response to this mandate, the OAAC has developed a series of sexual harassment trainings including:

**Sexual Harassment Prevention Training:** This training provides participants general knowledge on the legal definition of sexual harassment under Federal and State laws and County policy. Behaviors associated with and the consequences of sexual harassment in the workplace are discussed. Participants are provided information on responsibilities of all employees in preventing sexual harassment and guidance on the complaint process.

- C. To maximize Commissioners time and minimize County expense, the OAAC will design a customized three to four-hour combined D/SHP training program especially for County Commissioners. The training will provide an overview of the legal definition of sexual harassment, behaviors associated with the consequences of sexual harassment, information on responsibilities of all County representatives in preventing sexual harassment. The training will also cover the County's Policy on Diversity objectives, provide information on managing and respecting cultural diversity, and provide Commissioners with practical information that fosters individual understanding, accountability and appreciation of diversity.

### **III. MANDATORY TRAINING REQUIREMENT**

All current Commissioners are required to attend the training. Newly appointed Commission members shall fulfill the mandated training requirements within six months of assuming their Commission positions and ongoing refresher sessions will be held every two years.

### **IV. RESPONSIBILITIES**

Each Commission is administratively assigned to a County department; however, not all County departments have responsibilities for providing a Commission

administrative guidance and support. Those departments who have Commission responsibility are identified for purposes of this Plan as “Host Departments.”

A. CEO & EO Responsibilities

1. Identify Commissions and their Host Departments covered by this training requirement and advise the OAAC.
2. In concert with each Host Department, determine the total number of Commissioners requiring training and advise the OAAC.
3. Review the number of training sessions required and ensure Host Departments allocate appropriate funds for the OAAC to conduct the training.
4. Assist the OAAC in ensuring Commission compliance with the Board’s training requirement. The CEO, when notified of non-compliance problems will work with impacted Host Departments/Commissions to ensure cooperation and advise the Board of Supervisors, if necessary.

B. OAAC Responsibilities

1. Develop a customized D/SHP training course for Commissioner training.
2. Provide Host Departments with training curriculum, costs, materials for duplication, and coordinate training schedules.
3. Schedule D/SHP sessions for individual Commission meetings and offer open-registration sessions for the convenience of Commissioners availability.
4. Prepare a compliance report on Commission training and submit to the CEO annually.

C. Host Department Responsibilities

1. Identify and communicate to all Commission members the Board’s policy on D/SHP and ensure Commissioners attend required training.
2. Coordinate with OAAC Commissioner training scheduling.
3. Report compliance problems to the OAAC.
4. Maintain Commissioner attendance training records.

5. Establish Departmental Service Orders (DSO's) and compensate the OAAC for the cost of the Commissioner training.

D. Commission Responsibilities

Cooperate with Host Departments and the OAAC to attend scheduled D/SHP training.

## V. MONITORING & COMPLIANCE

Monitoring Host Department/Commission compliance with the Board mandate is an important component of this plan. Compliance and oversight obligations for the training will be a joint responsibility of the CEO, OAAC and Host Departments. The OAAC will provide a centralized review of the Host Department/Commission compliance and assist in their compliance efforts. The OAAC will also respond to public and other inquiries relating to compliance and enforcement.

The OAAC will have primary monitoring responsibilities. Host Departments will be responsible for maintaining training attendance records of Commissioners, and making records available to the OAAC for compliance purposes. The OAAC will report any non-compliance issues to the CEO.

## VI. IMPLEMENTATION OF TRAINING

The OAAC will schedule and deliver D/SHP training for County Commissioners on an ongoing basis. Host Departments can request training at any time or location convenient to the Department and the Commission. OAAC will provide a qualified facilitator, interactive curriculum, handout material, pre-and-post tests, evaluation forms, and any other relevant reading materials. To minimize costs, Host Departments will be supplied with electronic copies of all handout material for their duplication and distribution to participants. To implement training, OAAC will:

- A. Develop a three to four-hour D/SHP customized curriculum for training County Commissions.
- B. Begin scheduling training sessions in concert with Host Departments November 1, 2007.
- C. Schedule sessions to coincide with Commission meetings and offer "open-registration" sessions to accommodate Commissioners not available to receive training at a Commission meeting. Open-registration sessions will

be made available for the first six months, thereafter offered on a "as-needed" basis.

- D. Develop a training schedule to capture newly appointed Commissioners and refresher course for Commissioners every two years.

The CEO, EO, and OAAC may amend this plan as needed to improve the administration of the Commissioner D/SHP Training Program.